



## **JOB ANNOUNCEMENT NISQUALLY INDIAN TRIBE**

<b>JOB TITLE:</b> Juvenile Probation/Truancy Officer	<b>REPORTS TO:</b> Probation & Truancy Prob. Mgr.
<b>LOCATION:</b> Nisqually Reservation	<b>DEPARTMENT:</b> Court
<b>STATUS:</b> Full-time	<b>SALARY:</b> A-21, starts at \$21.20
<b>OPEN DATE:</b> Immediately	<b>CLOSE DATE:</b> Until Filled

**NATURE OF WORK:** This position is responsible for the performance of probation casework duties pertaining to juvenile offenders as assigned by the court. Responsibilities also include the delivery of truancy intervention and prevention services to school age children to include probation casework coordination with parents and school administration. The Incumbent will perform moderately complex social work which includes investigations, development of plans, preparing reports, counseling, supervision, file maintenance, record keeping, and attendance at court proceedings.

### **DUTIES AND RESPONSIBILITIES:**

- Open and prepare new case files.
- Recognize the needs, rights, and responsibilities of the child, the family, the community, and the victim in regards to juvenile probation and truancy services.
- Maintain statistical and tracking information in probation/truancy database.
- Assist in the development of policy and procedures for juvenile probation/truancy officers.
- Work closely with the Tribal Police Department and Tribal Prosecutor regarding offender's compliance
- May serve notice of failure to comply on offenders or parents.
- Participate in training as required for professional development to improve skills.

### **Juvenile Probation**

- Conduct interviews with offender, family, personal contacts, and service and education providers.
- Investigate offender eligibility, potential risk factors, and appropriate level of supervision needed.
- Supervise and monitor offenders on a continuous basis by telephone, home, work, school visits, and electronic device or surveillance.
- Maintain contact with offender's service providers and educational institutions.
- Counsel offenders and/or their families regarding referrals for services, education, social and economic issues.
- Initiate referrals for diagnostic evaluation and implement treatment recommendations.
- Prepare pre-sentence and pre-release juvenile offender reports.
- Conduct alternative sentencing and/or alternative sanctions assessments.
- Conduct criminal, personal, economic, and social background checks.
- Conduct interviews with victim(s) for detecting loss and impact.
- Conduct special investigations as required.
- Prepare compliance/status reports for the tribal court on offenders.
- Prepare non-compliant reports for the tribal prosecutor's review and action.
- Prepare arrest warrants or pick up and detain orders for the tribal prosecutor's review and action.
- Maintain contact with offender's family on progress and compliance.
- Oversee community service program. Issue work assignments to offenders for various departments within the Nisqually Indian Tribe.
- Transport offenders.

- Make proper referrals for services for offenders.
- Review files of non-payments of fines, court costs, and prepare non-compliance for Tribal Prosecutor review and action.
- Attend Court sessions and testify when required.
- Create individual probation service conditions for offenders regarding services offered and conditions for compliance.

### **Truancy**

- Prepare written compliance/non-compliance reports for Tribal Court.
- Testify in Tribal Court as required and provide meaningful recommendations concerning disposition.
- Provide ongoing educational classes to the community concerning truancy codes and laws.
- Investigate cases of unexcused and excessive absences and tardiness, and enforce compulsory attendance laws.
- Supervise and monitor truant student attendance and tardiness on an on-going basis by conducting school and home visits and through direct surveillance.
- Investigate truant student potential risk factors and appropriate level of supervision needed.
- Conduct interviews and maintain contact with truant student, family, service providers, and educational institutions.
- Issue warnings and file complaints against students, parents, or individuals with parental control, in accordance with applicable truancy code and regulations.
- Make proper referrals for services for truancy offenders.
- Counsel truancy offenders and/or their families regarding education, social, and economic issues.
- Initiate referrals of high-risk truancy offenders for appropriate diagnostic evaluation as needed, and ensure implementation of treatment recommendations.
- Maintain contact with truancy offenders, family, and educational institutions on progress and compliance.

### **KNOWLEDGE AND SKILLS:**

- Knowledge of and ability to counsel Native youth.
- Ability to work effectively with children, youth, and families.
- Knowledge of relative cultural/social/economic backgrounds and resources relating to crime and delinquency.
- Knowledge of compulsory school attendance laws.
- Possess good interpersonal skills and advanced knowledge of effective counseling methods.
- Knowledge of casework principles and practices.
- Knowledge of modern principles of criminology.
- Knowledge of modern interview techniques.
- Ability to maintain working relationships with other departments, the community, agencies and service providers.
- Knowledge of Tribal Court Systems and Tribal Law.
- Knowledge of Tribal Court Policy, Procedures and Practices.
- Knowledge of Native American communities, cultural values, social structure, and Tribal traditions.
- Knowledge and understanding of legal terminology.
- Ability to communicate effectively both orally and in writing.
- Skilled at conducting research.
- Skilled at problem solving.
- Skilled at evaluating and assessing people and their behavior.
- Ability to work and maintain emotional control in stressful environments.
- Ability to work with violent or aggressive offenders or family members.

- Ability to learn to use behavior control devices such as handcuffs.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree in Behavioral Sciences, Social Work, Criminal Justice or related human service field **AND** two (2) years of probation work experience **OR** an equivalent combination of recent appropriate experience and/or post secondary education.
- Must have a valid driver's license and must be insurable under the Nisqually Tribe's policy.
- Must pass a criminal and pre-employment drug screen history background check.

**SPECIAL QUALIFICATIONS:**

- Must successfully complete Control Devices Certification upon employment.

**HOW TO APPLY:**

Please submit a cover letter, application, and a resume to: Nisqually Indian Tribe Personnel Department, 4820 She-Nah-Num Dr. S.E., Olympia, WA 98513. Contact the Personnel Department for more information at (360) 486-9558.